



National Aeronautics and
Space Administration
Goddard Space Flight Center

NO. 04-39

DATE 09/08/04

DISTRIBUTION

GREENBELT ONLY	*
Wallops ONLY	*
GSFC	* A
CONTRACTORS	** A

ANNOUNCEMENT

SUBJECT: MANDATORY NASA SCIENTIFIC AND TECHNICAL INFORMATION (STI) TRAINING

NASA's STI is a critical component of the Agency's mission to communicate scientific knowledge and understanding to the public. To ensure NASA's STI is properly captured, documented, and reviewed before dissemination, the Agency requires personnel who produce, create, or review STI to complete annual training, beginning this year. The training module entitled, "NASA Scientific and Technical Information" is available on the NASA Site for On-line Training Resources (SOLAR) Web site at <https://solar.msfc.nasa.gov> and needs to be completed by November 30, 2004.

This training is mandatory for all NASA supervisors, and its completion will be tracked and reported to the Agency's STI Program Office. The training module takes approximately 15-20 minutes to complete.

The training is also recommended for the following civil service personnel:

- Patent/intellectual property counsel
- Contracting Officers
- Contracting Officers' Technical Representatives
- Scientists and publishers of STI

NASA contractors are also encouraged to take the SOLAR training if their contract contains NFS clause 1852.235-73, "Final Scientific and Technical Reports."

General Information:

The STI training (module OTH-004-03) can be found on the SOLAR home page in the "Training Disciplines" section, under the heading "Other Courses." It is highly recommended that you print out your certificate upon completion for documentation purposes.

Special Requirements:

The training package requires the use of the "Flash" application. Even if you already have "Flash" installed on your system, it is recommended that you download the current version by following the instruction in SOLAR. This will help ensure uninterrupted delivery of the training course.

If you have problems or questions, contact the Goddard Publications Office at 6-9004 or Terri Randall, Assistant STI Manager at 6-6378.

Thank you for your cooperation in helping to safeguard NASA's STI.

Vicki C. Pendergrass

Vicki C. Pendergrass
Chief Information Officer

PLEASE POST AND CIRCULATE THIS ANNOUNCEMENT

DISTRIBUTION CODES:

- *A (Civil Service) – GSFC Employees
- *B (Civil Service) – GSFC Section Level & Above
- *C (Civil Service) – GSFC Branch Level & Above
- *D (Civil Service) – GSFC Division Level & Above

- **A (Contractor) – Contractor and Other Employees
- **B (Contractor) – Contractor and Other Offices